

## **SENIOR REAL ESTATE ANALYST**

### **DEFINITION**

Under direction, performs a variety of advanced real property analyses; appraisal review and analysis; purchase; sale; lease; asset management and/or portfolio administration, lease and service contract administration; portfolio-wide real property analyses; portfolio optimization and expense reduction strategies of judicial branch facilities; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the senior-level class in the Real Estate Analyst series. Incumbents may serve in a lead capacity and direct the work of assigned staff and contracted resources, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects relating to the survey, appraisal and negotiations for purchase, lease, or sale of real property; real estate portfolio administration analysis, administration and reporting management agreements for brokerage, appraisal, title or other related projects.. Incumbents at this level may be involved in all activities related to real estate due diligence, transactions and portfolio administration, and may lead project teams on large, complex due diligence assignments and transactions. This class is distinguished from the Supervising Real Estate Analyst in that the latter is responsible for supervising assigned staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Conducts and/or provides lead direction to others conducting surveys to locate, evaluate, and select court sites and to acquire real property.
- Arranges contracting for maintenance of properties and leads complex negotiations for property lease, acquisition, or sale.
- Arranges for the sale or demolition of improvements to be removed from judicial branch property.
- Coordinates appraisal of real property and analyses and interprets appraisals for use in negotiated acquisitions, sales, or leases.
- Leads complex negotiations with property owners for the purchase or lease of real property.
- Develops cost-benefits and comparative analyses of financial and non-quantitative criteria in the assessment of alternative properties and transactions.
- Oversees the activities of real estate brokers and agents in the collection of market data and timely negotiations of transactions.

- Performs due diligence, including examination of title, assessment, tax, and other public records.
- Writes and/or coordinates preparation of complex reports describing findings in connection with proposed purchases, sales, and leases of real property.
- Prepares recommendations and special reports for the Judicial Council, governmental agencies, and court staff.
- Coordinates the preparation of deeds, leases, permits, reconveyances, agreements, maps and other documents involving property rights.
- Monitors lease agreements for compliance with terms, and recommends solutions to attendant problems.
- Reviews and performs analysis of real estate occupancy expenses and revenues including rent, operating expenses, and capital improvements.
- Performs analysis of portfolio capacity utilization and validates demand forecasts.
- Leads implementation of strategies for portfolio optimization and occupancy expense reduction.
- Reviews and performs benchmarking against public and private sector data and best practices.
- Assists unit supervisor/manager in tracking and forecasting real estate transactional requirements and staff and consultant resource allocation.
- Participates in negotiation of portfolio-wide contracts for title, brokerage, appraisal, expense auditing and other related services; administers resulting contracts, including monitoring provider compliance with terms, managing performance, and tracking costs.
- Prepares bids, secures all necessary approvals, and ensures that standard procedures are followed.
- Manages contracts to ensure that the terms and conditions are being fulfilled and that there is proper performance.
- Audits Common Area Maintenance (CAM) reconciliation and rent statements to insure compliance with lease terms, referring complex or intractable disputes to contracted lease management consultants.
- Serves as primary contact for and liaison with landlords, tenants, and licensees.
- Develops and revises lease abstract forms; abstracts leases.
- Reviews and designs portfolio and ad-hoc reports with assistance from the CAFM Applications Analyst and/or Senior Business Applications Analyst.
- Monitors critical lease and other contract dates and coordinates corresponding decision requirements.

## **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- Required to travel statewide frequently as necessary.
- May be required to travel out-of-state on a very limited basis.

## **QUALIFICATIONS**

### **Knowledge of:**

- Real estate principles and practices.
- Lease administration and compliance.
- Real estate appraisal methods, contracts, and escrow procedures.
- Principles, methods, and techniques used in the acquisition or disposition of real property including financial analysis.
- Organization and use of title, assessment, and tax records.
- Real estate terminology.
- Principles and techniques of project management.
- Negotiation techniques.
- Practices of commercial lease formation and management.
- Problem-solving and conflict resolution methods and techniques.

### **Ability to:**

- Negotiate complex real estate sales, purchases, and leases.
- Investigate, collect, and analyze information pertaining to real estate.
- Read property descriptions.
- Determine condition of title from legal documents and public records.
- Plan, manage, and deliver multiple projects.
- Analyze and monitor project budgets and implement cost controls.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, computer-aided drawing, and project management software.
- Communicate effectively in English, orally and in writing.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials.
- Provide effective lead direction to others.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

### **Licenses and Certificates:**

None.

### **Education and Experience**

Equivalent to possession of a Bachelor's degree from an accredited college with coursework in real estate, law, business, economics, or marketing is required. Five years of experience in a right-of-way land department of a public agency, or the private sector, which includes due

diligence activities, appraising, title review, leasing, acquisition, disposition, or managing real property, including one year of lead experience; or five years of professional, varied, and increasingly responsible experience as a licensed real estate salesperson or broker, including one year of lead experience.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience (excluding the year of lead experience).

OR

Three years as a Real Estate Analyst or Portfolio Administration Analyst with the judicial branch.